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| **Authority Letter** | [Email] |
| Represent for Obtaining Travel Documents | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Represent for Obtaining Travel Documents

Dear [Recipient's Name],

I, [Your Full Name], am writing this letter to inform you that I am unable to personally visit your travel agency to obtain the necessary travel documents for my upcoming trip. Due to unforeseen circumstances, I am unable to be present in person to complete the required procedures.

Therefore, I hereby authorize my representative, [Representative's Full Name], to act on my behalf and collect all the essential travel documents required for my trip.

**My representative's identification details are as follows:**

* Full Name: [Representative's Full Name]
* Relationship to Me: [Representative's Relationship to You]
* Identification Type: [e.g., Driver's License, Passport]
* Identification Number: [Representative's ID Number]
* Contact Information: [Representative's Phone Number and Email Address]

**I request that you kindly assist my representative in obtaining the following travel documents:**

* Airline Ticket: [Flight Details]
* Visa Application: [Visa Details]
* Travel Insurance: [Insurance Details]
* Itinerary: [Trip Itinerary]

My representative is authorized to provide any necessary information, sign documents, and make payments on my behalf. I trust that your agency will extend all necessary cooperation and support to my representative during this process.

I understand that any financial or legal responsibilities arising from this authorization will be my sole responsibility. I will ensure that my representative adheres to all terms and conditions set forth by your agency.

I appreciate your understanding and assistance in this matter. Kindly provide my representative with any instructions or forms they may need to complete this process successfully. If there are any additional documents required, please inform my representative at the provided contact information.

Thank you for your prompt attention to this request. I look forward to a smooth and successful process with the help of my representative. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further clarification.

Sincerely,

[Your Full Name]   
[Your Signature - if sending a physical letter]